Questions on Agenda for 11/2/26:

Regarding Hazards Plan:

- How many surveys were sent out altogether?

"*As of May 14, 2025, 10 stakeholders completed the survey, with responses from local government, tribal partners, utilities, and the private sector.*"

Regarding written comments submitted:

- When are they posted on the city website for public access and review?

Public comments so received will be forwarded to the City Council and posted on the website next to the agenda

- When does the board receive copies of written comments? ...*All public comments must be received by the City Clerk prior to 12:00 day of the meeting...*
- When are they forwarded to the council and do they confirm receipt?

3) Public Comment for 11/2/26 Agenda Item #8:

Please do not change the city policy to keep only action minutes, please keep essential narrative in minutes including relevant public comment summaries.

The following resources clarify the scope and purpose of minute keeping for public meetings.

A: https://bridgelegal.org/california-brown-act-rules-exceptions-public-meetings/

Practical Resources And Tools

*Many California local agencies use standardized agenda templates, **minute-taking software**, and public-record request procedures to streamline compliance. Official state and county websites provide model notices and sample closed-session disclosures. Training materials, sample minutes, and checklists help ensure consistency across boards and districts.*

B: https://thelegalguide.org/california-board-meeting-guidelines-section-307-b-compliance/

*California boards and commissions must adhere to Section 307(b) guidelines to ensure fair, transparent, and compliant meeting practices. This article outlines the core requirements, practical steps for implementation, and common challenges related to Section 307(b) compliance. It covers legal context, public access rules, agenda and minutes standards, and recordkeeping expectations to help boards maintain lawful operations and robust public **accountability**.*

Note that the CITY OF CRESCENT CITY values require that minutes are kept in a manner that maintains accountability, honesty and integrity, effective communication and excellent service to the public. Changing to only record actions taken during meetings without necessary notes on discussion held by board and citizens, undermines these values and the public trust. It eliminates a key avenue for public scrutiny, which does not build trust nor uphold the provisions of the Brown Act.

Teamwork includes the public. Including public comment summaries is essential to local government function.

Fiscal concerns has brought increased public engagement recently and while that increases the city clerk's work time on minute summaries, it is not grounds to eliminate discussion minutes. Recording only board actions without any reference to discussion defeats the purpose of public meetings and democratic governance.

This is an education opportunity and should not result in reduced transparency.

Discuss clarification of what type of comments will be recorded in meeting minutes, and how best the public should present their comments for council consideration. This should be a conversation about improving communication and essential facts for the record, for legal purposes and it is not meant to be a word for word recording of everyone's comments. Once the public is given clear direction on the purpose of meeting minutes and expectations are made realistic, future meetings will become more productive.

Written comments are already posted in full on the city website. Encourage more written comments for those who want all their comments to be part of the official record.

Please do not change the city policy to keep only action minutes, keep essential narrative including relevant public comment summaries.

*"Values: **Accountability** - Honesty & Integrity - Excellent Customer Service - **Effective & Active Communication** -Teamwork –*

Fiscally Responsible"

C: https://thelegalguide.org/california-board-meeting-guidelines-section-307-b-compliance/

Minutes, Records, And Documentation

*Accurate and complete minutes are essential for evidencing compliance and informing stakeholders. Minutes should capture attendance, agenda items, motions, votes, and key discussion points. They should be approved in a timely manner and preserved as official records. **If decisions involve public funds or policy implications,** minutes may require additional detail to demonstrate a proper evidentiary trail. Proper recordkeeping supports audits, legal defense, and future planning.*

Document attendance and quorum status.

Record motions, seconds, voting outcomes, and ranking of positions taken.

Summarize substantive discussions without omitting critical context.

Store minutes and related materials in an accessible, archival system.

D: https://vertexlegal.org/california-board-meeting-guidelines-section-307-b-compliance/

Minutes And Recordkeeping

Accurate minutes are a key accountability mechanism. ***Minutes should capture the essence of discussions, motions, votes, and the disposition of each item.*** *In many jurisdictions, minutes are the official record of a meeting and can be requested under public records laws.*

Tips for robust minutes:

Action-focused summaries: Record motions, seconds, vote outcomes, and key rationale.

Nonverbal cues and context: Note significant statements that influence decisions without turning minutes into transcripts.

Timeliness: Publish or make minutes available promptly after meetings.

Retention: Follow agency retention schedules for archival storage and accessibility.

...Awareness of common pitfalls can prevent violations and strengthen public trust.

- *Improper delay in posting: Post agendas in a timely manner to avoid any appearance of withholding information.*
- *Overly broad or vague items: Ensure each agenda item has a clear purpose and scope.*
- *Inadequate public comment management: Facilitate orderly participation while protecting the board's ability to deliberate.*
- *Inaccurate minutes: Avoid paraphrasing that misrepresents* ***actions****; stick to objective summaries*.

...To maximize Section 307(b) compliance, boards should embed transparency into everyday governance. This includes accessible online portals, timely reporting, and consistent communication about meeting outcomes and public rights.

Accessibility first: Provide captioned videos, transcripts, and alternate formats for all meeting materials.

Clear communications: Use plain language in notices and ***minutes*** *to ensure broad understanding.*

Stakeholder education: Offer periodic briefings on public meeting laws and rights for community groups and staff.

Thank you for your time and consideration.

Sincerely,

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